

<b>CM/ECF</b>  <b>User's Guide</b> <b>Part 2</b>  US Bankruptcy Court, Southern District of Iowa	Chapter  <b>Credit Card Payments</b>
	Section  <b>Payment of Internet Fees Due</b>

If you select Continue Filing when filing a document requiring filing fees, the charge is recorded and the payment process is deferred. The Internet Fees Due Report reflects the amount of fees due.

The court will verify all payments for documents requiring filing fees are paid. The court will call you requesting payment of the fees immediately if you forget to pay the fee.

You have two options to process payment of the filing fees:

1. Pay via the internet
2. Pay over the counter with check, cash or money order

### Pay via the Internet

<b>STEP 1</b>	Login to CM/ECF Live
<b>STEP 2</b>	Select Utilities
<b>STEP 3</b>	Select Internet Payments Due
<b>STEP 4</b>	Electronic Payment screen appears displaying all deferred charges.

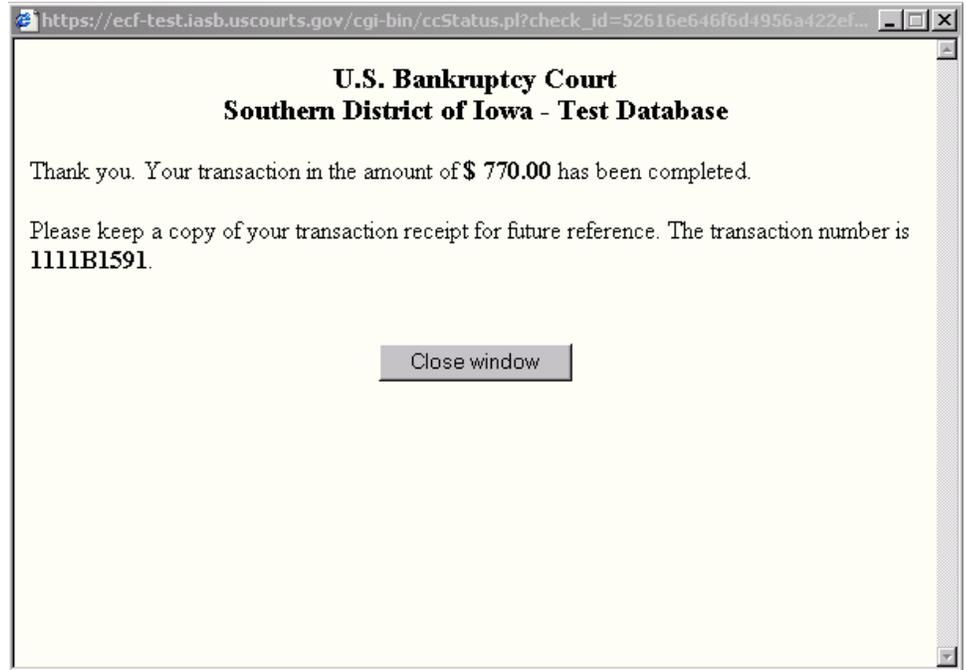
The screenshot shows a web browser window titled "Electronic Payment - Microsoft Internet Explorer". The main content area displays a "Summary of current charges:" table with the following data:

Date Incurred	Description	Amount
2003-07-10 16:46:31	Voluntary Petition (Chapter 7)(03-08325-7) [court,volp7] ( 200.00)	\$ 200.00
2003-07-10 17:12:13	Voluntary Petition (Chapter 7)(03-08326-7) [court,volp7] ( 200.00)	\$ 200.00
2003-07-10 17:28:06	Voluntary Petition (Chapter 13)(03-08327-13) [court,volp13] ( 185.00)	\$ 185.00
2003-07-10 17:35:03	Voluntary Petition (Chapter 13)(03-08328-13) [court,volp13] ( 185.00)	\$ 185.00
<b>Total: \$</b>		<b>770.00</b>

At the bottom of the window, there are two buttons: "Pay Now" and "Continue Filing".

**STEP 5**      Select Pay Now to process deferred payments

**STEP 6**      Enter Card Type, Card Number and Expiration Date



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